



Statewide System Administrator Roles and Responsibilities

- Communicates with state agencies to explain and establish the general structure of the program.
- Monitors and evaluates the use of the system.
- Communicates issues/updates regarding the program to Agency Coordinators.
- Requests/prepares reports regarding the success of the program.
- Maintains/updates the statewide MoRE website.
- Ensures that the means to submit a suggestion is accessible to all state employees.
- Provides technical support and assistance to Agency Coordinators as needed and able.
- Ensures that each Agency Coordinator can access/use the Suggestion Tracking System.
- Receives employee suggestions from Agency Coordinators when the suggestion does not pertain to the Coordinator's agency. The Statewide Coordinator will determine what agency should evaluate the suggestion and forward the suggestion for review.
- Ensures that the program is recognized/promoted during the annual State Employee Recognition Day event.